



*State of Connecticut*  
**JOB POSTING**

**Department of Development Services – North Region**  
**JOB OPPORTUNITY**  
**Clinical Nurse Coordinator (General)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public

**Location:** East Hartford

**Job Posting No:** 018707

**Hours:** 1st Shift, Full Time, 70 Hours Biweekly  
Schedule: Monday, Tuesday, Wednesday, Thursday, Friday, 8:30 AM to 4 PM  
Saturday and Sunday are regular days off

**Salary:** \$60,862 to \$82,411 Annual, New to State Service start at \$60,862

**Closing Date:** December 14, 2015

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

**Examples of Duties:** Duties consistent with the Clinical Nurse Coordinator Job Classification. Incumbent works under the general direction from an employee of a higher grade. Writes clinical program objectives, policies, procedures and manuals; conducts client health assessments; develops, implements and reviews client health care plans; participates or chairs client centered interdisciplinary teams; interviews client; accompanies client on visits to treatment programs or placement settings; follows up on client care in community programs to assure client in least restrictive environment; assures continuity of care to prevent recidivism; applies for financial aid for client through Department of Social Services; maintains records of client progress or failure after placement; develops community health resources and provides on-going consultation and monitoring of services; acts as a resource person to staff and community; prepares reports and statistical summaries; may clinically supervise direct care staff in execution of clinical programs; may develop and conduct in-service educational programs for staff and families; may perform recordkeeping functions; performs related duties as required.

**Knowledge, Skills and Abilities:**

Knowledge of individual treatment planning including impact of medical insurance program requirements for reimbursement; knowledge of structure of services for clients and their families in institutional and community oriented settings as related to parenthetical title; knowledge of aftercare facilities; considerable interpersonal skills; oral and written communication skills.

**General Experience**

Three years of professional nursing experience.

**Special Experience**

One (1) year of the General Experience must have been at the level of Head Nurse working with the type of clients indicated by the parenthetical title. Department of Developmental Services (General): One (1) year of the General Experience must have been providing consultation and evaluating the assessment of nursing services provided to individuals intellectual disabilities.

**Substitution Allowed**

A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience. A Master's degree in nursing may be substituted for one (1) additional year of the General Experience.

**Special Requirements**

- Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.
- Incumbents in this class maybe required to travel.

**Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.**

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume and an Application for Employment to:

**Department of Developmental Services North Region  
Human Resources  
155 Founders Plaza/255 Pitkin Street-2<sup>nd</sup> Floor  
East Hartford, CT 06108  
Attn: Recruiter**

**Email: [DDS.NR.Recruiting@ct.gov](mailto:DDS.NR.Recruiting@ct.gov) Fax: (860) 706-1420 Phone: (860) 263-2623**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.